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January 16, 2002

United States Patent and Trademark Office  
Commissioner for Patents  
Washington, D.C. 20231

In re: US Application # 60/240,548 and 09/976,827  
Filing Date: 10/12/2000 and 10/12/2001  
Name of Applicant: Leonard Allan Dodd, Jr.  
Title of Invention: Retrofit kit for motorizing a collapsible mini scooter

To whom it may concern:

This evening I mailed to you an Express Mail package that contained **our** copy of the documents, which was not a complete package. I have included the correct package with all the Figures 1-15. This package is a submittal for substitute drawings in compliance with 37 CFR 1.84. We have included drawing sheets Figs. 1 – Figs. 15 with the appropriate margins. If you need further information, please let me know.

Sincerely,

Leonard Dodd, Jr.

09976827-011702

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UNITED STATES PATENT AND TRADEMARK OFFICE

COMMISSIONER FOR PATENTS  
UNITED STATES PATENT AND TRADEMARK OFFICE  
WASHINGTON, D.C. 20231  
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APPLICATION NUMBER	FILING/RECEIPT DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
09/976,827	10/12/2001	Leonard Allan Dodd	

CONFIRMATION NO. 4469

## FORMALITIES LETTER



\*OC000000007079784\*

Leonard Allan Dodd, Jr.  
28005 Via Moreno  
Laguna Niguel, CA 92677

Date Mailed: 11/16/2001

## NOTICE TO FILE CORRECTED APPLICATION PAPERS


*Filing Date Granted*

This application has been accorded an Application Number and Filing Date. The application, however, is informal since it does not comply with the regulations for the reason(s) indicated below. Applicant is given **TWO MONTHS** from the date of this Notice within which to correct the informalities indicated below. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a)

The required item(s) identified below must be timely submitted to avoid abandonment:

- Substitute drawings in compliance with 37 CFR 1.84 because:
  - drawing sheets do not have the appropriate margin(s) (see 37 CFR 1.84(g)). Each sheet must include a top margin of at least 2.5 cm. (1 inch), a left side margin of at least 2.5 cm. (1 inch), a right side margin of at least 1.5 cm. ( 5/8 inch), and a bottom margin of at least 1.0 cm. (3/8 inch);

*A copy of this notice **MUST** be returned with the reply.*

  
Customer Service Center

Initial Patent Examination Division (703) 308-1202

PART 2 - COPY TO BE RETURNED WITH RESPONSE

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